

**By-Laws**  
**of**  
**Gateway Rifle & Pistol Club, Inc.**  
**Affiliated with the N.R.A.**

1. Bylaws revised on November 8<sup>th</sup>, 2008, by W. A. Craig, Club Secretary, due to three changes approved at the November 8<sup>th</sup>, 2008 annual GRPC meeting.
2. Bylaws were revised on May 9<sup>th</sup>, 2009 by W. A. Craig, Club Secretary, due to two changes approved at the May 9<sup>th</sup>, 2009, General Club meeting.
3. Bylaws were revised on November 7<sup>th</sup>, 2009, by W.A. Craig, Club Secretary, due to seven changes approved at the November, 7<sup>th</sup>, 2009, annual GRPC meeting.
4. Bylaws were revised on May 13<sup>th</sup>, 2012, by W. A. Craig Club Secretary, due to two changes approved at the May 13<sup>th</sup> general members meeting. These two most recent changes are in bold print.
5. Bylaws were updated on 12 May, 2016 by W, A Craig, Club President. The “plus sales tax” on Club memberships is deleted from the Dues portion of Club bylaws as the State of Florida no longer requires sales tax be paid on gun club memberships. State law supersedes Club bylaws. As such, no general membership vote was required although the matter was discussed and agreed upon in the May 2016 Board of Director’s meeting of GRPC.
6. Bylaws were revised on November 7, 2020 by Randy Erickson revising Para. 7(e) and adding Para. 7(h) in accordance with changes approved at the November 7, 2020 Annual GRPC meeting. Also reformatted “c. Suspension or Expulsion” to “9. Suspension or Expulsion” to correct obvious “MS Word” formatting issue.

## **By-Laws of Gateway Rifle and Pistol Club, Inc.**

### **1. Office**

The principal office shall be in Jacksonville, Duval County, Florida.

The corporation may also have offices at such other places as the Board of Directors may from time to time appoint.

### **2. Membership**

- (a) Any citizen or legal resident of the United States eighteen (18) years of age or older, may become a member of this organization upon favorable application after first subscribing to the following pledge and after paying the initiation fee and dues hereafter prescribed.

#### ***PLEDGE***

*I hereby swear or certify that I am a citizen or legal resident of the United States of America and that I am not a member of any organization or group which has as any part of its program the attempt to overthrow the government of the United States or any of its political subdivisions by force or violence. I have never been convicted of a crime of violence or felony and there are no legal reasons to prevent my lawful possession of firearms. If admitted to membership, I will faithfully endeavor to fulfill the obligations of good sportsmanship and good citizenship.*

- (b) No person shall receive membership until he/she has watched the club safety video and passed the test.
- (c) All new memberships are probationary for sixty days pending approval by background screening as directed and approved by the Board of Directors. The Florida Department of Law Enforcement may be one of the screening agencies as an example. If a probationary member is rejected by the Board of Directors as not meeting the criteria in the pledge, the initiation fee and membership fee will be returned less \$20.00 for the background

screening. The rejected probationary member will be notified in writing as to the cause of rejection and may appeal his/her case to the Board of Directors.

- (d) Any change in the membership qualifications must be approved by the general membership as a by-law change. Any change in the collective rights or privileges of annual, life or Endowment members must be approved by the general membership as a by-law change.
- (e) Each new annual member shall receive a copy of the Club Handbook.

### **3. Dues**

- (a) Membership dues shall be on a calendar year which shall run from January 1<sup>st</sup> until the following December 31<sup>st</sup>.
- (b) There shall be an initiation fee equal to the amount of the annual dues.
- (c) Lifetime memberships shall be the sum of ten times the annual dues. Life membership is limited to ten percent of the previous year's annual membership. A sign up list will be kept in the Club Office.
- (d) A third class of membership to be known as Endowment. The dues will be twenty times the annual dues. A present life member may become an Endowment member by paying ten times the annual dues.
- (e) Daily memberships are available to the general public for the occasional use of the facilities who pay a daily membership fee as established by the Board of Directors.
- (f) Honorary membership in Gateway Rifle & Pistol Club may be granted to certain individuals by a majority vote of the Board of Directors or the general memberships. The length of membership will be determined by a vote of the Board of Directors.
- (g) The dues for annual, life and endowment members will be set by the Board of Directors but any increase in dues above fifteen percent within a calendar year must have general membership approval.

### **4. Meetings**

- (a) The annual meeting of this corporation shall be held at a time to be approved by the board of directors each year. Said meeting shall include the election of officers who will take office on January 1<sup>st</sup> the next. A quorum of the currently elected board of directors will be necessary to conduct business or elections at the annual meeting. If for any reason, the said annual meeting is not held at the scheduled time it is to be held as soon as possible thereafter.
- (b) The regular business meeting of the corporation for the transaction of ordinary business shall be held on the second Monday of each month at such a time and place as may be affixed by the board of directors. The meetings will be conducted with parliamentary procedures as found in the published book, Robert's Rules of Order.
  - (d) A special meeting of the membership of the corporation may be held at any time upon the call of the president or upon the call of the board of directors or upon the demand in writing, stating the object of the proposed meeting and signed by

not less than seven (7) percent of the members in good standing entitled to vote. Notice of the time, place, and object of any special meeting for the entire membership shall be given to all officers and members in good standing in writing by the United States mail not less than fifteen days prior to the date fixed for the holding of the meeting. The place of such meeting shall be fixed by the board of directors.

- (e) At any regular or special meeting of the membership of the entire corporation a quorum consists of the members present.

## **5. Officers**

- (a) The officers of the club shall be the President, Vice-President, Secretary, Treasurer, and Public Relations Officer, who with the additional elected board members acting together, shall constitute the Board of Directors.
- (b) The officers shall be elected at the annual meeting of the club by a majority vote by secret ballot of a quorum of the members in good standing present. They shall hold office for one year or until their successors is elected. The officers of Secretary and Treasurer may be combined.
- (c) If more than two candidates run for a given office, and no one receives a clear majority, a run off election must be conducted between the two candidates receiving the largest number of votes.
- (d) For nomination or election to Club officer positions, one year service on the Board of directors is required. No member shall be eligible for nomination or election as President more than **three** terms out of any consecutive six year period.

## **6. Duties of Officers**

- (a) President: The President shall preside at all meetings of the corporation and the meetings of the Board of Directors. He/she shall be a member ex-officio of all regular and special committees, and shall perform all such other duties as pertain to this office.
- (b) Vice- President: The Vice-President shall perform the duties of the President in his/her absence or at their request.
- (c) Secretary. Shall conduct official Club correspondence. Shall keep a true record of all meetings of the BOD and of the membership and shall be the official custodian of all (except Treasurer's financial records) Club records and papers. An up-to-date copy of the BOD and general membership minutes will be kept in the Club Office for review by all Club members. Shall also keep a master copy of all old, new and revised policies. Shall be responsible for re-affiliating the Club annually with the National Rifle Association, Inc. Shall maintain accurate corporate relationship with the State of Florida.
- (d) Treasurer. The Treasurer shall have charge of all funds of the club and shall place the same in such bank or banks as may be approved by the Board of Directors. Such money shall only be withdrawn upon authority of the Board of Directors by a check signed by the

Treasurer, President, Vice-President, Secretary, or one Board Member appointed by the Board. Any two of the aforementioned signatures shall be necessary on any check or savings withdrawal. The payment of day-to-day Club bills such as utilities, or purchases previously authorized by the board may be done by electronic or on-line means by the Club Business Manager under the direction of the Club Treasurer. Monetary limits, other restrictions and ongoing operation will be directed by the board of directors. The Treasurer shall keep an accurate account of all club financial transactions and render a detailed report with supporting vouchers at any meeting of the Board of Directors when requested and a detailed annual report to the corporation at its annual meeting. An annual financial audit will be conducted each calendar year of the previous year's finances by a panel of at least three (3) members selected by the newly elected President. This audit will take place after the final financial statements are completed. Their findings will be published and made available to the general membership.

- (e) Public Relations Officer; the public relation officer shall be in charge of the club's public relation, club swap meets, membership meeting or any activity which promotes the club.

## **7. Board of Directors**

- (a) The board of directors shall have general supervision and control of all the activities of the corporation. Specifically, the BOD will be in charge of Club Policy and approval of expenditures.
- (b) Directors will be elected for three year terms. The three year terms are staggered so that only one third of the Directors will be elected each year. If a Director cannot complete the three year term, their successor will be elected by the Board to complete that year as stated in paragraph 7 (g). If there are additional years remaining, the position will be filled at the next election of Board members. Candidates running for the Board of Directors when open and uncompleted terms are to be filled will be awarded as follows: Those receiving the most votes will receive a three year term. Those with the next highest votes will receive the uncompleted terms until all positions are filled.
- (c) Meetings of the directors shall be held regularly at such time and place as the directors may determine. Special meetings may be held at any time on the call of the President or on demand, in writing to the Secretary, by three members of the Board of Directors. Minutes of each board meeting will be maintained on file by the club Secretary in accordance with the applicable government regulations. Copies of the board minutes will be available at the club office for review upon request by annual or life members. Significant activities or board action affecting the club membership as a whole will be published in the club newspaper and at the club bulletin boards.
- (d) At any annual meeting of the membership of this corporation or at any special meeting of the membership, persons in addition to the officers of the corporation may be elected to the membership on the board of directors. The number of directors will never be less than five (5) nor more than nine (9).
- (e) Any elected officer or board member who is absent at three (3) regularly scheduled monthly board meetings in a row or four (4) within a twelve (12) consecutive month period may be dropped from membership on the board and any office held. Attendance will be

recorded by the club Secretary in the board meeting minutes. The board shall have the discretion to waive this provision by a simple majority vote. In exercising this discretion, the board shall consider the contributions of such member/officer and the nature of any physical, mental, or medical condition affecting the member's attendance and the expected duration of such condition.

- (f) Board members may not be paid employees of the club, but may be paid for duties not related to director duties. These payments must be approved by the board.
- (g) A vacancy in the Board of Directors may be filled by a majority vote of the remaining directors until the date of the next annual meeting. The President or Club Secretary will announce the vacancy to the Board during the monthly meeting that the vacancy occurs. The Board will then have a month to consider possible candidates. Nominees will be presented and voted on at the next scheduled meeting. However, if more than one vacancy exists, a special meeting of the membership of the corporation may be called and new BOD members shall be elected to fill the vacancies until the date of the next annual meeting.
- (h) The Board, may at its discretion, designate certain Club Members as "Director Emeritus" by simple majority vote where they shall serve at the pleasure of the Board. Such designees shall at their discretion attend Board meetings with the same responsibilities as elected Board members with the exception of a tie breaking vote. Designated Director Emeritus attendance shall not be subject to attendance limits set by Bylaw 7.e nor be counted in the number of elected Directors in Bylaw 7.d.

## **8. Compensation**

- (a) The officers and members of the Board of Directors shall serve without receiving compensation for the performance of their duties.
- (b) The Board of Directors shall have the power in its discretion to contract for or to pay members rendering unusual services or special services.

## **9. Suspension or Expulsion**

- (a) Any officer or board member of the corporation may be removed from the office by a two-thirds vote of the quorum at any special meeting or general meeting called specifically for this purpose. No vote on any suspension or removal may be taken unless at least fifteen (15) days notice in writing shall have been given to the officer stating the reasons for his/her removal and stating the time and place of the special meeting at which such ballot on his/her removal is to be taken. At such special meeting, the officer or board member shall be given a full hearing and shall be entitled to representation if he/she so desires at his/her own cost.
- (b) Any member may be suspended or expelled from the membership rolls of the corporation for any cause deemed sufficient by the Board of Directors by a two-thirds affirmative vote of the quorum present at a regular or special meeting. No vote on suspension or expulsion may be taken unless fifteen (15) days notice in writing shall have been given to the member of the charges preferred and of the time and place of the meeting of the Board of Directors

at which such charges will be considered. The member against whom such charges are levied shall be entitled to representation, if he/she so desires, at his/her own cost.

- (c) Charges against any officer or member may be preferred by any member in good standing. They shall be in writing clearly stating the facts relied upon and accompanied by all affidavits or exhibits which are to be used in their support. Such charges shall be filed with the Secretary who will immediately notify the President. The President will call a meeting of the Board of Directors to hear the charges. The Secretary will give at least fifteen (15) days notice of the meeting to each member of the Board of Directors and to the accuser and to the accused, which shall be in writing and include a true copy of the charges and of the supporting affidavits and exhibits.
- (d) Any member suspended or expelled in accordance to the above process may appeal to the full membership of the club. Such appeal shall be made in writing to the Secretary, who will then notify the President. The President will call a special meeting of the membership of the corporation for the purpose of acting on the appeal. The Secretary shall give at least fifteen (15) days notice in writing to all members of the corporation in good standing stating the time, date, place and reason for such special meeting. At the meeting of the membership of the corporation, the Secretary will read the original charges, the supporting affidavits, and will read or display the accompanying exhibits and will read the minutes of the special meeting of the Board of Directors at which time the charges will be heard and action taken. A full hearing will be given to the accuser and the accused. A vote will be taken by secret ballot by the quorum present and a majority vote shall be required to reverse the prior suspension or expulsion.
- (e) No member who is in arrears in the payment of his/her dues or initiation fee shall be eligible to vote or to enjoy any privilege of membership in this organization.

## **10. Match Rules**

All shooting competitions held by the club will be governed by the rules and regulations laid down by the National Rifle Association of America or similar governing bodies.

## **11. Range Rules and Regulations**

- (a) The Board of Directors shall cause to be published and posted such range rules and regulations as are deemed by the Board to be necessary for safe and proper operation of the club.
- (b) These rules and regulations must consider the exposure to liability against the club and its members and the protection afforded by liability insurance.
- (c) These rules and regulations shall include, but not limited to:

- (1) The use of the facilities by members, their family and their guests.
- (2) The use of the facilities for club sponsored activities.
- (3) The occasional use of the facilities by other organized shooting activities whose aims and purposes are in keeping with the NRA and the club.
- (4) The occasional use of the facilities by individual nonmembers who pay a daily membership fee as established by the Board of Directors such as the sighting in hunting firearms, familiarization, firing of newly acquired firearms and practice.

## **12. Amendments**

Any proposed amendments to these by-laws may be introduced by any member of the corporation who is good standing and entitled to vote at any regular meeting or special meeting called for that purpose. Notice of the time, place, and object of any special meeting or regular meeting for the entire membership shall be given to all officers and members in good standing in writing by the US mail **or electronic mail** not less than fifteen days prior to the date fixed for the holding of the meeting. A two-thirds vote of the membership present and entitled to vote will be necessary to pass the proposed amendment(s).